

Tenth Session of the Assembly  
17-18 April 2024, Bishkek, Kyrgyz Republic

## Agenda Item 4

### **Plan for the Amendment of the AFoCO Project Manual**

#### **I. Background**

1. Following its adoption by the 1st Session of the AFoCO Assembly held on 13 November 2018 in Seoul, Korea (Decision 7-I-18R), the AFoCO Project Manual was enforced on 1 January 2019.
2. During the Annual Technical Workshop (ATW) for Project Management and Performance Review and Training on Project Management held in 2022, the Secretaria gathered suggestions/recommendations from National Focal Points/Project Managers to update the current Project Manual for properly addressing unforeseen circumstances and challenges encountered since its enactment.
3. Furthermore, the Secretariat recognized the need to amend the current Project Manual to better accommodate diverse requirements from various donors in the project development and management process. This is particularly important for facilitating private sector engagement in implementing the AFoCO Climate Action Plan (2025-2034), which was approved by the 9<sup>th</sup> Session of the AFoCO Assembly.
4. Based on these findings, the Secretariat proposes the amendment of the AFoCO Project Manual, focusing on, but not limited to, the following provisions according to the procedures and schedule outlined below:
  - Section 2. Project Management Flow, Section 6. Project Funding, Section 10. Project Implementation, Section 14. Financial Audit, Section 15. Project Closure etc.
5. The amendment of the Project Manual is expected to provide all project stakeholders with more streamlined and effective procedures and methodologies for project development and management, from the concept note development to final project evaluation.

#### **II. Proposed plan for Amendments**

6. The Secretariat proposes procedures and schedule for the amendment of the AFoCO Project Manual as follows:
  - Internal review and preparation of draft amendment by the Secretariat: May 2024
  - Circulation of draft amendment to the Parties and consolidation of inputs: June – July 2024
  - Circulation of the consolidated texts of amendment to the Parties for further review and final inputs: by August 2024
  - Finalization of the amendment at the 2024 Annual Technical Workshop for Project Management and Performance Review: September 2024

- Notification of the amendment of the AFoCO Project Manual to the 11<sup>th</sup> Session of the Assembly for its consideration: October 2024

### III. Points for consideration

7. The Assembly may wish to take note of the information and provide further guidance and recommendations, as appropriate.

*Queries on the content of the document may be addressed to:*

*Dr. Lee Seonghan, Team Leader, Project Team 1*  
(T: +82 2 785 8991; E: [lish@afocosec.org](mailto:lish@afocosec.org))

*Mr. Choi Sungho, Team Leader, Project Team 2*  
(T: +82 2 785 8994; E: [quercus1@afocosec.org](mailto:quercus1@afocosec.org))

---